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1989 EDITION

# LIBRARY CONSUMER RESOURCES

**Alberta**  
CONSUMER AND  
CORPORATE AFFAIRS



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## 1989 Edition

Resource Centre





## INTRODUCTION

This edition of Library Consumer Resources contains the most up-to-date publications available in the field of consumerism.

It is designed to assist librarians in identifying consumer materials considered to be useful additions to a public library collection. Items selected were chosen from publications available in the Resource Centre. All materials listed are still "in print" and complete ordering information has been provided for each entry, although prices quoted are an estimate only. **Canadian material is printed in bold-face type**. To purchase any of the materials listed, consult the publishers, producers and suppliers index for addresses.

The section on Associations and Organizations contains a directory of selected Canadian agencies active in the consumer field. Whenever possible, Edmonton and Calgary addresses are provided.

All circulating materials may be borrowed from the Resource Centre for preview purposes. Borrowers are responsible for the prompt return of materials and for all return mailing costs.

To borrow materials or to obtain copies of Library Consumer Resources please contact:

Alberta Consumer & Corporate Affairs  
Resource Centre  
22nd floor, 10025 Jasper Avenue  
EDMONTON, AB  
T5J 3Z5  
422-2010

Hours of Operation:  
Monday - Friday  
8:15 a.m. - 4:30 p.m.



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## I. SOURCES OF FREE AND INEXPENSIVE MATERIALS

**Alberta Agriculture. Publications List.** Edmonton: The Department, annual.

Covers a variety of household topics, agricultural pamphlets, and information sheets.

Available from: Alberta Agriculture Publications  
Cost: Free

**Selected U.S. Government Publications.** Washington, DC: Superintendent of Documents, irregular.

Complete ordering information is provided for U.S. federal publications of interest to the general reader.

Available from: Superintendent of Documents  
Cost: Free

Several government agencies and organizations regularly issue news releases and fact sheets of interest to consumers. The following is a selected list of sources:

Canadian Standards Association  
178 Rexdale Blvd.  
Rexdale, ON  
M9W 1R3

Consumer and Corporate Affairs Canada  
"Backgrounder"  
Consumer and Corporate Affairs  
50 Victoria Street, Place du Portage  
Hull, QC  
K1A 0C9

Retail Council of Canada  
"Information Service"  
Suite 600, 210 Dundas Street W  
Toronto, ON  
M5G 2E8

A CBC television program, "Marketplace", publishes fact sheets on a variety of topics. Send a self-addressed, stamped, business-sized envelope to:

Marketplace  
Box 2000 Station A  
Toronto, ON  
M5W 2A2

The listing of "Associations and Organizations" which appears in this booklet provides additional contact suggestions.

## II. DIRECTORIES

**Consumer Directory.** The Hague, Netherlands: International Organization of Consumers Unions, annual.

An international guide to government, and private consumer organizations working on consumer issues.

Available from: IOCU Central Office  
Cost: \$18.00

**Consumer Information Catalog** Pueblo, CO: Consumer Information Center-H, quarterly.

A catalog of selected United States federal publications of consumer interest. This booklet is published quarterly and contains many free publications as well as listing items for sale by the Government Printing Office.

Available from: Consumer Information Center-H  
Cost: Free

**Directory of Associations in Canada.** Toronto: Micromedia Ltd., annual. (ISSN 0316-0734).

A directory of active non-governmental associations in Canada, includes addresses for branches, chapters and regions. The subject index classifies associations by types of activities.

Available from: International Press Publications  
Cost: \$165.00

**A Guide to Government Grants in Alberta.** Edmonton: Oakdale Publishing, 1988. (ISBN 0-9692836-0-1).

A descriptive guide to the federal and provincial grants available to Albertans. Includes information on how to apply for a grant.

Available from: Oakdale Publishing Co., Division of Spectrum Marketing Corporation  
Cost: \$24.95



**U.S. Office of Consumer Affairs. Consumer's Resource Handbook.** Pueblo, CO: Consumer Information Center, annual.

An American consumer assistance directory of use to Canadians. Lists corporate consumer contacts, Better Business Bureaus and Federal agencies. Includes information on how to be a smart consumer, handling complaints and avoiding purchasing problems.

Available from: Consumer Information Center  
Cost: Free

**Wasserman, P., and Morgan, J., ed. Consumer Sourcebook.** Detroit: Gale, annual.  
(ISSN 0738-0518)

Two-volume directory of U.S. organizations, government agencies, media services and companies. Includes bibliography.

Available from: Gale Research  
Cost: \$185.00

**62-010 Consumer Price and Price Indexes (Quarterly)**  
Bilingual. First issue, December 1975.  
(ISSN 0380-691X)  
\$15.00 a copy; \$60.00 per year.

**63-224 Market Research Handbook (Annual)**  
Bilingual. First issue, 1975. (ISSN 0590-9325).  
\$85.00

For CPI and other statistical information contact:

Alberta Bureau of Statistics  
7th Fl., 9811 - 109 Street  
Sir Frederick W. Haultain Building  
Edmonton, AB  
T5K 0C8  
427-3058

**Agricultural Prices and Indexes. Average Food Prices in Edmonton and Calgary (Monthly)**

Available from: Alberta Agriculture Statistics Branch  
Cost: Free

### III. STATISTICAL SOURCES

While Canadian almanacs are good sources of statistics, the chief supplier is the government agency, **Statistics Canada**. Single copies of their annual catalogue describing their publications and prices are available for \$10.00 by contacting:

Statistics Canada  
Publications Sales and Service  
Ottawa, ON  
K1A 0T6 OR

For information about the Consumer Price Index or any other Statistics Canada publication, contact:

Statistics Canada  
#215, 11010 - 101 Street  
Edmonton, AB  
T5H 4C5  
495-3027  
Toll free: 1-800-222-6400

Following is a selected list of Statistics Canada publications of interest to consumers:

**62-001 Consumer Price Index (Monthly) Bilingual.**  
First issue, January 1935. (ISSN 0703-9352)  
\$8.00 a copy; \$80.00 per year.

### IV. PERIODICALS AND NEWSLETTERS

**CSA and the Consumer (Quarterly)**

CSA Consumer Editor  
178 Rexdale Boulevard  
Rexdale, ON  
M9W 1R3

Free

**Canadian Consumer (Monthly)**

Consumers' Association of Canada  
Level 3, 2660 Southvale Crescent  
Ottawa, ON  
K1B 5C4

\$25.00

**Canadian MoneySaver (9 x year)**

Canadian Money Saver Inc.  
Box 370  
Bath, ON  
K0H 1G0

\$16.00

Choice (Monthly)

Australian Consumer's Association  
57 Carrington Road  
Marrickville, N.S.W. 2204  
Australia

\$59.00

FDA Consumer (10 x year)

Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402

\$15.00

Consensus (Quarterly)

Standards Council of Canada  
350 Sparks Street, Suite 1200  
Ottawa, ON  
K1P 6N7

Free

Family Economics Review (Quarterly)

U.S. Department of Agriculture  
Federal Building, Room 442A  
Hyattsville, MD 20782

\$15.00

Consumer Alert Comments (Monthly)

Consumer Alert  
1024 J Street, Suite 425  
Modesto, CA 95354

\$50.00

Financial Post Moneywise (Monthly)

Maclean-Hunter  
777 Bay Street  
Toronto, ON  
M5W 1A7

Free only as part of  
subscription to newspaper  
Financial Post

Consumer Close-Ups (9 x year)

Consumer Economics & Housing  
Van Rensselaer Hall  
Cornell University  
Ithaca, NY 14853

\$10.00

Gold Book of Used Car Prices (Monthly)

Sanford Evans Communications  
1077 St. James Street  
Box 6900  
Winnipeg, MB  
R3C 3B1

\$62.50

Consumer Quarterly (Quarterly)

Consumer Information Centre  
Ontario Ministry of Consumer and Commercial  
Relations  
555 Yonge Street  
Toronto, ON  
M7A 2H6

Free

Journal of Consumer Research (Quarterly)

Journal of Consumer Research  
Graduate School of Management  
University of California  
Los Angeles, CA 90024

\$66.00

Consumer Reports (Monthly)

Consumers Union  
256 Washington Street  
Mount Vernon, NY 10553

\$24.00

Lemon-Aid (Quarterly)

APA Consumer Publications  
292 St. Joseph Boulevard West  
Montreal, QC  
H2V 2N7

\$28.00

Consumer Times (Intermittent)

Saskatchewan Consumer and Commercial Affairs  
Box 3000  
Regina, SK  
S4P 3V7

Free

Money (Monthly)

Money  
Box 54429  
Boulder, CO 80322-4429

\$33.95

Consumers Union News Digest (Bimonthly)

C.U. News Digest  
Box 2029  
Norwalk, CT 06852

\$48.00

Penny Power (Bimonthly)

Consumers Union  
Box 2878  
Boulder, CO 80322

\$14.50



**Personal Finance** (Monthly)

Financial Times of Canada  
920 Yonge Street, Suite 500C  
Toronto, ON  
M4W 3L5

Free only as part of  
subscription to newspaper  
Financial Times

**Popular Mechanics** (Monthly)

Popular Mechanics  
Box 10064  
Des Moines, IA 50350

\$30.00

**Protect Yourself** (Monthly)

Les Editions Protegez-vous  
531 Deslauriers, Suite 222  
Saint-Laurent, QC  
H4N 1W2

\$12.00  
Text in English

**Sound and Vision** (Bimonthly)

Chimo Media Ltd.  
250 The Esplanade, 5th Floor  
Toronto, ON  
M5A 1J2

\$15.95

**Which** (Monthly)

Castlemead, Gascoyne Way  
Hertford, England  
SG141LH

\$74.50

## V. PERIODICAL INDEXES

**Consumers' Index to Product Evaluations and Information Sources** (Quarterly)

The standard guide to product tests and evaluations. More than 100 magazines are indexed, with information arranged by broad topic headings.

Available from: Consumers' Index  
P.O. Box 1808  
Ann Arbor, MI 48106

Cost: \$179.00

Each issue of Canadian Consumer, Consumer Reports, and Protect Yourself magazines contain a cumulative index to articles and test reports.

Publications such as the Canadian Periodical Index, Canadian Magazine Index, and the Canadian Business Index are also useful for obtaining relevant articles on consumer topics.

## VI. BUYING GUIDES

## A. COMPREHENSIVE

Charell, Ralph. Satisfaction Guaranteed: The Ultimate Guide to Consumer Self-Defense. New York: Linden Press, 1985. (ISBN 671-49804-5)

Charell believes that "the shrewd buyer of services—whether in health care, law, financial investment, travel or home repair—can expect and demand red-carpet treatment, simply by following Charell's tried-and-true program for obtaining satisfaction."

Available from: Musson  
Cost: \$21.40

Consumers Union. Consumer Reports Buying Guide. Orangeburg, NY: Consumers Union, annual. (ISSN 0010-7174)

The December issue of Consumer Reports magazine is the annual compilation of test reports from the previous year's issues.

Available from: Consumers Union  
Cost: \$6.95 for guide or available with subscription to magazine



## B. SPECIFIC

Aston, Athina. Toys That Teach Your Child. Charlotte, NC: Fast & McMillan, 1984. (ISBN 0-887-42-015)

The author evaluates and recommends suitable toys for each stage of a baby's development from birth to two.

Available from: Raincoast  
Cost: \$11.65

Berger, Ivan, and Fantel, Hans. New Sound of Stereo: The Complete Guide to Buying. Scarborough: New American Library, 1986. (ISBN 0-452-25747-6)

A comprehensive guide to buying and using the latest stereo equipment.

Available from: New American Library of Canada  
Cost: \$17.65

Brumberg, Elaine. Save Your Money, Save Your Face: What Every Cosmetics Buyer Needs to Know. New York: Facts on File, 1986. (ISBN 0-8160-1080-3)

This book contains lists of cosmetic ingredients, prices of various brands as well as advice about cosmetics, for novice and experienced users.

Available from: Canadian Manda Group  
Cost: \$22.45

Bundy, Darcie. Affordable Baby: A Complete Consumer Guide to Costs and Comparisons for Parents-to-Be. New York: Harper & Row, 1985. (ISBN 0-06-0912-63-4)

Everything new parents need to know about the cost of all goods and services from maternity clothing to saving for a college education.

Available from: Fitzhenry & Whiteside  
Cost: \$11.55

**Canadian Toy Testing Council. Toy Report.** Ottawa: Toy Testing Council, 1988. (ISBN 0919235-15-8)

This book reports on in-home tests of most toys on the Canadian market. Listings include age range for the toy, its price and comments. A very useful guide.

Available from: Canadian Toy Testing Council  
Cost: \$6.95

Consumer Reports. Guide to Appliances. Mount Vernon, NY: Consumer's Union, 1986. (ISBN 0-89043-035-7)

A pre-purchase guide that provides information, ratings and advice about household appliances.

Available from: Consumers Union  
Cost: \$11.95

Costello, Marjorie and Heiss, Michael. How to Buy & Use Home Video Equipment. Tucson, AZ: HP Books, 1986. (ISBN 0-89586-431-2)

Contains information on how to locate, purchase and operate video equipment. Includes sample buying checklists and a list of manufacturers and distributors.

Available from: HP Books  
Cost: \$13.95

Gillis, Jack, and Fise, Mary Ellen R. Childwise Catalog. New York: Pocket Books, 1986. (ISBN 0-671-55410-7)

"A consumer guide to buying the safest and best products for your children."

Available from: Pocket Books of Canada  
Cost: \$10.45

Jones, Sandy. Guide to Baby Products. Mount Vernon: Consumers Union, 1988. (ISBN 0-89043-203-1)

Brand-name evaluations and recommendations of baby products help consumers make the right choices on safety and other matters.

Available from: Consumers Union  
Cost: \$10.00

Kahn, Ed, and Seiter, Charles. Skeptical Consumer's Guide to Used Computers. Berkeley, CA: Ten Speed Press, 1985. (ISBN 0-89915-141-4)

"A step-by-step guide to saving money on a reliable used computer."

Available from: Book Centre  
Cost: \$14.95

Marcum, David. Dow Jones-Irwin Guide to Fine Gems and Jewelry. Homewood, IL: Dow Jones-Irwin, 1986. (ISBN 0-87094-687-0)

A consumer's guide to basic gemology and gems as investments. Colour illustrations will be helpful to novice and experienced consumers.

Available from: Oxford University Press  
Cost: \$26.50

Mazzurco, Philip. Exerstyle: The Ultimate Guide to Personal Gym Equipment. Toronto: Totem Books, 1985. (ISBN 0-00-217390-5)

Exerstyle describes free weight and machine exercises for each body part, illustrates personal gym equipment and home gymnasium design, and lists manufacturers and designers.

Available from: William Collins Sons  
Cost: \$11.95

Things They Might Not Tell You at the Furniture Store. rev. ed. Damascus, MD: Straight Facts, 1984. (ISBN 0-912165-006)

197 tips that will help buyers avoid costly mistakes in the selection of furniture.

Available from: Straight Facts  
Cost: \$6.85

Guide to Kitchen Equipment Mount Vernon, N.Y.: Consumers Union, 1986. (ISBN 0-89043-057-8)

Whether you are setting up a new home or supplementing an established kitchen, Guide to Kitchen Equipment will help you buy wisely and with confidence. From the editors of Consumer Reports Books.

Available from: Consumers Union  
Cost: \$18.00

Consumer Guide magazine also publishes a number of specialty buyer guides. The publication quality however, varies from title to title, and many of the guides provide descriptive information rather than critical evaluations.

## VII. CONSUMER BOOKS AND PAMPHLETS

### A. GENERAL

Alberta Consumer and Corporate Affairs. Consumer Complaints: A Self-Help Handbook. Edmonton: The Department, 1985.

A well-indexed publication that will help resolve complaints about products that do not perform as they should, inadequate services, or businesses that fail to live up to the terms of their sales contracts.

Available from: Alberta Consumer and Corporate Affairs  
Box 1616  
Cost: Free

Alberta Consumer and Corporate Affairs. Moving Out. rev. ed. Edmonton: The Department, 1985.

A colorful, self-use publication with articles, charts, and an interview on topics of interest to people 16-20 years old. How to buy a used car, getting along with a roommate, avoiding scams in the marketplace, and coping with the cost of living are just a few of the topics.

Available from: Alberta Consumer and Corporate Affairs  
Box 1616  
Cost: Free

Edmonston, Phil. Art of Complaining. Toronto: Musson, 1984. (ISBN 0-77-371063-9)

Canada's top consumer advocate provides information on consumer rights and how to obtain satisfaction. Consumers learn how to complain effectively, organize citizen groups and use the courts to settle disputes.

Available from: Musson Publishing  
Cost: \$12.95

The New Consumer: 51 Opinion and Behavior Trends Shaping Today's Market Place. Cambridge: Cambridge Reports, 1986.

An analysis of consumer behavior trends including: buying practices, borrowing, retirement, health, political and social issues based on an American survey.

Available from: Cambridge Reports, Inc.  
Cost: \$49.50

Settle, Robert B. Why They Buy, American Consumers Inside and Out. New York: John Wiley & Sons, 1986. (ISBN 0-471-84457-8)

A guidebook to what satisfies, delights, provokes, entertains, confuses, and determines whether or not the consumer will buy.

Available from: John Wiley & Sons Canada  
\$28.70

## B. ADVERTISING

**Alberta Consumer and Corporate Affairs. Mom, Buy Me That.** Edmonton: The Department, 1981.

An indispensable parents' guide to children's advertising. A colourful joint workbook for parents and their children aged 5 to 12, the booklet will help parents identify facts and issues concerning children's advertising.

Available from: Alberta Consumer and Corporate Affairs  
Box 1616

Cost: Free

## C. CONSUMER LAW

**Batten, Jack and Harris, Marjorie. Everyday Law: A Survival Guide for Canadians.** Toronto: Key Porter, 1987. (ISBN 1-55013-041-2)

A general reference book to inform Canadians about their rights and responsibilities and to explain how the Canadian legal system works.

Available from: Key Porter  
Cost: \$16.30

**Burshtein, Sheldon. Patent Your Own Invention in Canada: A Complete Step-By-Step Guide.** Vancouver: International Self-Counsel Press, 1986. (ISBN 0-88908-641-9)

Oriented to the inventor who wants to personally apply for a patent, this book contains detailed instructions and numerous sample documents.

Available from: International Self-Counsel Press  
Cost: \$21.95

**Canadian Women's Legal Guide.** Toronto: Doubleday, 1987. (ISBN 0-385-25066-5)

A comprehensive and authoritative book dealing with women's rights in the home, workplace and legal system.

Available from: Doubleday Canada Ltd.  
Cost \$20.80

**Kronby, Malcolm C. Canadian Family Law.** Rev. ed. Toronto: Stoddart, 1986. (ISBN 0-7737-5085-1)

This straight-forward guide to Canadian law answers such questions as: What are the rights and obligations arising from "common-law" marriage? Do I need a "legal separation" before divorce? How does joint custody affect the parents and children?

Available from: Stoddart  
Cost: \$9.95

**Sterk, John. Alberta Conveyancing Law & Practice.** 2nd ed. Toronto: Carswell, 1987. (ISBN 0-459-39870-9)

Intended as a convenient reference for those dealing with real estate and mortgage transactions on a regular basis. Contains examples of legal forms with instructions for proper completion and execution.

Available from: Carswell Legal Publications  
Cost: \$56.00

**Student Legal Services of Edmonton. Consumer Law.** Edmonton: Student Legal Services, 1986.

Layman's guide to consumer law. Focuses on credit and buying and selling transactions.

Available from: Student Legal Services  
Cost: Free

**Zinkhofer, Fred. Small Claims Court Guide for Alberta.** 4th ed. Vancouver: International Self-Counsel Press, 1985. (ISBN 0-88908-288-6)

A guide for Albertans who find themselves in small claims court.

Available from: International Self-Counsel Press  
Cost: \$7.50



## D. ENERGY AND CONSERVATION

**Canada, Energy Mines and Resources** Residential Wood Heating, a Homeowner's Guide. Ottawa: The Dept., 1987. (ISBN 0-662-15415-0).

Information on the different types of wood-heating equipment and how to install and operate this equipment safely.

Available from: Renewable Energy Branch, Energy, Mines and Resources Canada  
Cost: Free

Conserving Energy in Older Homes: A Do-It-Yourself Manual. Alexandria, VA: Analytech, 1983. (ISBN 0-8610932-0X)

If you live in a home built before 1940 and want to reduce energy waste in your home then this book is for you.

Available from: Analytech  
Cost: \$4.95

**Dalgleish, George.** Handyman's Guide to Canadian Home Insulation. Winnipeg: Sun-Dog Enterprises, n.d. (ISBN 0-920185-06-1)

This step-by-step guide shows Canadians how to insulate basements, attics and walls in new and existing homes.

Available from: Sun-Dog Enterprises  
Cost: \$4.95

**Hatzinikolas, M.A.** Fresh Air Intake For Fireplaces. Edmonton: Municipal Affairs, 1984. (ISBN 0-88654-044-5)

This report proposes a design for a fresh air supply system for fireplaces to combat the problems found in air tight houses.

Available from: Alberta Municipal Affairs  
Cost: Free

**Herbert, Ralph J.** Cut Your Electric Bills in Half. Emmaus, PA: Rodale Press, 1986. (ISBN 0-87857-596-0)

Herbert aims to show "consumers how to reduce their consumption of electricity and how to save money without sacrificing their life-style."

Available from: Rodale  
Cost: \$12.95

**Nisson, J.D. Ned & Dutt, Gautam.** The Superinsulated Home Book. New York: Wiley, 1985. (0-471-88734-X).

Superinsulation is a method of designing and building houses using innovative methods and products. This resource volume brings together pertinent information tested in the field.

Available from: John Wiley  
Cost: \$25.50

## E. FOOD AND NUTRITION

**All Canadian Meat Book.** Markham, ON: Fitzhenry & Whiteside, 1983. (ISBN 0-88902-713-7)

Agriculture Canada presents information on buying, storing and cooking meat.

Available from: Fitzhenry & Whiteside  
Cost: \$11.95

**Bender, Arnold E.** Health or Hoax? The Truth About Health Foods and Diets. Buffalo: Prometheus Books, 1986. (ISBN 0-87975-318-8)

To help the consumer evaluate claims being made by the diet-aid and health-food industry.

Available from: Prometheus Books  
Cost: \$16.98

**Berland, Theodore.** Rating the Diets. Skokie, IL: Consumer Guide, 1983. (ISBN 0-451-12269-0)

Consumer Guide rates the Beverly Hills Diet, the Cambridge Diet, the Pritikin Program, the Stillman, Scarsdale, Richard Simmons and Atkins diets, Weight Watchers and many more.

Available from: New American Library of Canada  
Cost: \$3.95

Johns, Stephanie Bernardo. The Allergy Guide to Brand-name Foods and Food Additives. Scarborough: NAL, 1988. (ISBN 0-452-26059-0).

This clear and concise reference will help all food-sensitive people make informed decisions and keep tight control on the foods they buy and eat.

Available from: New American Library  
Cost: \$14.50

Graedon, Joe, and Graedon, Teresa. New People's Pharmacy: Drug Breakthroughs of the '80s. New York: Bantam, 1985. (ISBN 0-553-34134-0)

The increasing number of new medications on the market today make this an indispensable consumer guide.

Available from: Bantam Books of Canada  
Cost: \$9.95

## F. HEALTH AND SAFETY

Bausell, R. Barker. How to Evaluate and Select a Nursing Home. Reading: Addison Wesley, 1988. (ISBN 0-201-07263-7)

This book is designed to assist and direct you through the maze of terms, people and decisions required to evaluate and select a facility.

Available from: Addison-Wesley Publishers Ltd.  
Cost: \$12.00

Jones, J. Alfred and Phillips, Gerald M. Communicating With Your Doctor: Rx for Good Medical Care. Carbondale: Southern Illinois University Press, 1988. (ISBN 0-8093-1367-7)

Learn how to get the best medical care with suggestions on how to select, evaluate and communicate with a doctor.

Available from: Southern Illinois University Press  
Cost \$22.25

Kepler, Ann, and Kepler, James. Children's Medicine. Chicago: Contemporary Books, 1985. (ISBN 0-8092-5215-5)

This parent's guide to prescription and over-the-counter drugs offers advice on stocking the medicine cabinet, treating common problems, managing side effects and preventing accidental poisoning.

Available from: Beaverbooks  
Cost: \$11.95

The Columbia University School of Public Health: Complete Guide to Health and Well-Being After 50. New York: Times Book, 1988. (ISBN 0-8129-1325-6)

Learn how to avoid becoming one of the frail elderly, how to cope with losses, how to recognize medical warning signs and what to do about them. Practical guidelines are given on how to alter old habits and form new, healthy ones.

Available from: Random House  
Cost: \$31.95

Long, James W. The Essential Guide to Prescription Drugs. 5th ed. Toronto: Fitzhenry & Whiteside, 1987. (ISBN 0-88902-936-9)

This revised edition provides information on the drug class, generic and brand names, benefits and risks and principal uses of many prescription drugs used today.

Available from: Fitzhenry & Whiteside  
Cost: \$19.00

DeMatteo, Bob. Terminal Shock: The Health Hazards of Video Display Terminals. Toronto: NC Press, 1985. (ISBN 0-920053-30-0)

DeMatteo summarizes the present state of knowledge about the potential hazards of VDT work, and offers recommendations to protect VDT users from harm.

Available from: NC Press  
Cost: \$10.40

Poch, David L. Radiation Alert: A Consumer's Guide to Radiation. Toronto: Doubleday Canada, 1985. (ISBN 0-385-19029-8)

Home, work and environmental sources of radiation such as watches, cloisonne jewelry, and ceramic tableware are discussed. Relative benefits, risks and precautions are stated for each radioactive source.

Available from: Doubleday Canada  
Cost \$9.10

**Schwartz, Edward M.** Toys That Kill, Make Sure Your Child is Safe. New York: Vintage Books, 1986. (ISBN 0-394-74607-4)

Provides guidelines to enable consumers to identify dangerous toys. Includes advice on teaching children to avoid hazardous toys and identifies specific toys that have already resulted in death or injury.

Available from: Random House  
Cost: \$9.95

**Winter, Ruth.** Consumer's Dictionary of Cosmetic Ingredients. rev. ed. New York: Crown, 1984. (ISBN 0-517-527375)

This guide describes harmful and desirable ingredients in common use in men's and women's cosmetics: preservatives, moisture content controls, colouring agents, flavourings, fragrances, processing aids, and the broad group of acids, alkalies, buffers and neutralizers.

Available from: Crown  
Cost: \$13.50

## G. HOME-BASED BUSINESS

NOTE: THESE ITEMS ARE NOT AVAILABLE ON LOAN FROM THE RESOURCE CENTRE AND MUST BE ORDERED DIRECTLY FROM THE PUBLISHER.

**Alberta Economic Development and Trade. Small Business Division. Small Business Series.** Edmonton: Alberta Economic Development and Trade, 1987?

A series of nine booklets: Starting a Small Business; Financing a Small Business; Operating a Small Retail Business; Operating a Small Manufacturing Business; Operating a Small Service Business; Selecting a Small Business Computer System; Bookkeeping in a Small Business; Operating a Small Construction Business.

Available from: Alberta Economic Development and Trade, Small Business Division  
Cost: Free

**Cooke, Ronald J.** How to Make Big Money at Home. Montreal: Eden Press, 1986. (ISBN 0-920792-68-5)

A guide to starting a profitable home-based business.

Available from: Eden Press  
Cost: \$9.95

**Duffy, Margaret A.** Turn Talent Into Dollars Through Home-Based Business: A Self-Study Manual. Amherst, Mass.: University of Massachusetts, 1987.

A home study manual providing guidance on setting up a home-based business.

Available from: Co-operative Extension Service  
Cost: \$5.00

**Harris, Catherine.** Cash From Your Kitchen. Toronto: Macmillan of Canada, 1984. (ISBN 0-7715-9790-8)

A guide to setting up a catering business in your home.

Available from: Macmillan of Canada  
Cost: \$14.95

**Hynes, William G.** Start and Run a Profitable Craft Business: A Complete Step-by-Step Business Plan. 2nd ed. Vancouver: Self-Counsel Press, 1986. (ISBN 0-88908-644-3)

This book provides step-by-step instructions for setting up and operating a successful craft business.

Available from: International Self-Counsel Press  
Cost: \$10.95

**Litton, Moneca.** Women Mean Business: Successful Strategies In Starting Your Own Business. Toronto: Key Porter Books, 1987. (ISBN 1-55013-017-X)

A comprehensive handbook for women wishing to establish and operate a wide range of businesses, from cottage industries to retail operations and franchise businesses.

Available from: Key Porter Books  
Cost: \$16.95

**Ontario. Ministry of Municipal Affairs. Research and Special Projects Branch. Home Occupations.** Toronto: Ministry of Municipal Affairs, 1987. (ISBN 0-7729-2382-6)

Addresses home-based businesses from a planning and regulatory perspective, with an emphasis on Ontario.

Available from: Ontario Government Bookstore  
Cost: \$5.00



## H. HOUSEHOLD HINTS

**Arnett, Janet.** 673 Ways to Save Money. Markham, ON: Fitzhenry & Whiteside, 1987. (ISBN 0-88902-975-X)

This book is a blueprint for cutting costs by several thousand dollars.

Available from: Fitzhenry & Whiteside  
Cost: \$9.50

**Birnes, Nancy H.** Cheaper and Better: Homemade Alternatives to Store Bought Goods. New York: Harper & Row, 1987. (ISBN 0-06-096057-4)

Lists homemade recipes, with known, safe and familiar ingredients for a multitude of items including: sweets; beverages; food; liqueurs; cleaners; gardens; children's play; decorating and cosmetics. An interesting, self-sufficient guide for all consumers.

Available from: Fitzhenry & Whiteside  
Cost: \$17.95

**Campbell, Jeff.** Speed Cleaning. New York: Dell Pub., 1987. (ISBN 0-440-58015-3)

Time consuming household activities have been analyzed, and a process devised to quickly clean the house.

Available from: Dell Publishing  
Cost: \$7.95

**How to Clean Practically Anything.** Bridgeport, CT.: Consumer Reports, 1986. (ISBN 0-89043-058-6)

Ratings and recommendations of cleaning products for house, laundry and personal care.

Available from: Consumer Reports Books  
Cost: \$13.00

**Mitchell, Harris.** Peeling Ceilings, 500 More Household Hints You Wanted to Know. Ottawa: Consumer Association of Canada, 1987. (ISBN 0-919005-02-0)

Questions and answers covering practical home repairs and improvement tips, does not give instruction on repairs.

Available from: Consumer Association of Canada  
Cost: \$6.95

**Moore, Terry.** Toothpaste and Peanut Butter, A How-To Collection of Household Hints. Surrey: Hancock House, 1987. (ISBN 0-88839-207-9)

Terry Moore, an open-line broadcaster, has compiled a book of household hints taken from years of experience hosting "Problem Corners".

Available from: Hancock House Publishers  
Cost: \$9.95

**Rodale's Book of Shortcuts: Advice, Tips and Techniques.** Emmaus: Rodale Press, 1988. (ISBN 0-87857-720-3)

Making the most of medical visits, planning a healthy diet, getting results when you've got a complaint and other shortcuts are covered in this book to enable you to accomplish your daily tasks quickly and efficiently.

Available from: Rodale Press  
Cost: \$21.95

## I. HOUSING AND REAL ESTATE

**Bierbrier, Doreen.** Managing Your Rental House for Increased Income. New York: McGraw-Hill, 1985. (ISBN 0-07-005232-8)

Bierbrier tells how to make 50% more money renting houses to singles, so that the house is never vacant, rent comes in on time, and there is no vandalism.

Available from: McGraw-Hill Ryerson  
Cost: \$24.95

**Brangham, Suzanne.** Housewise: The Smart Woman's Guide to Buying and Renovating Real Estate for Profit. New York: Potter, 1987. (ISBN 0-517-56003-8)

Included in Housewise is solid, practical information on how to purchase the right residential property and increase its comfort and resale value by doing quality renovations.

Available from: Potter Publications  
Cost: \$28.00

**Daniel, Alfred H.** The Home Inspection Manual: 101 Things to Know Before You Buy a House. Pownal: Storey Comm., 1987. (ISBN 0-88266-481-1)

Before inspecting a house, you should read this book in its entirety. The information available and the checklist will turn the home buyer into an informed shopper.

Available from: Harrowsmith Books  
Cost: \$12.00

**Farkas, Edward.** Sell Your Home!! A Handbook. Willowdale, ON: n.p., 1985.

This brief guide should help a homeowner decide whether or not to use a realtor when selling his or her home.

Available from: Edward J. Farkas  
Cost: \$3.50

**Goldenberg, David M.** Mortgages and Foreclosure: Know Your Rights. 4th ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-656-7)

What are the rules about prepaying a mortgage? How easy is it to renew a mortgage? What will the bank do if I can't pay? Can my house be sold without my permission? An Alberta lawyer answers these and other questions.

Available from: International Self-Counsel Press  
Cost: \$7.60

**Harasim, Mary.** Landlord/Tenant Rights in Alberta. 5th ed. Vancouver: International Self-Counsel Press, 1986. (ISBN 0-88908-241-3)

This essential guide to the Landlord and Tenant Act (1979 and amendments to 1984) "is designed to acquaint both the landlord and the tenant with a working knowledge of the law regarding the landlord-tenant relationship."

Available from: International Self-Counsel Press  
Cost: \$6.95

**Heldmann, Carl.** Be Your Own House Contractor. Pownal: Storey Comm., 1986. (ISBN 0-88266-410-7)

By being your own house contractor, savings up to 25% can be attained. This book explains each step in non-technical language.

Available from: Harrowsmith Books  
Cost: \$12.95

Home Improvement Cost Guide. Mount Vernon: Consumers Union, 1987. (ISBN 0-89043-147-7)

Covers dozens of home projects explaining what you should know before you attempt the work yourself or hire a contractor.

Available from: Consumers Union  
Cost: \$18.00

**Irwin, Robert.** Mingles: A Home-Buying Guide for Unmarried Couples. New York: McGraw-Hill, 1984. (ISBN 0-07-032037-3)

This guide is designed to show how "two unrelated people—two singles, two widows or widowers, or two divorced people—can find and buy a house together that neither could afford to buy individually".

Available from: McGraw-Hill Ryerson  
Cost: \$22.35

**Lafavore, Michael.** Radon: The Invisible Threat, What It Is, Where It Is, How to Keep Your House Safe. Emmaus, PA: Rodale Press, 1987. (ISBN 0-87857-712-2)

Radon is a radioactive gas that rises to the surface of the earth and can infiltrate homes. The author states that many areas of North America have this problem and he presents solutions to make your home safer.

Available from: Fitzhenry & Whiteside  
Cost: \$12.00

**McNeill, Patricia.** Landlording in Canada, A Practical Business and Legal Guide. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-668-0)

Is it legal to restrict rental to adults only? How can one select good tenants? What kind of financial records are necessary? These and many other concerns of landlords are discussed.

Available from: International Self-Counsel Press  
Cost: \$13.45

**Miller, Peter G.** Common-Sense Mortgage: How to Cut the Cost of Home Ownership by \$100,000 or More. rev. ed. New York: Harper & Row, 1986. (ISBN 06-015548-5)

A borrower's guide to the inside tricks of the mortgage industry that show how to make the "right" mortgage choice.

Available from: Fitzhenry & Whiteside  
Cost: \$19.65

**New Shelter's 1986 Homeowner's Annual: Best Ideas for Increasing the Value of Your Home.** Emmaus, PA: Rodale, 1986. (ISBN 87857-593-6)

The Editors of Rodale's New Shelter magazine provide ideas for home improvements that not only look good but can increase the value of the house.

Available from: Rodale  
Cost: \$24.95

**Oddy, Russell. For Sale By Owner: Sell Your Own Home and Save Thousands.** 3rd ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-645-1)

Selling real estate can be rather complex, therefore the purpose of this book is not to create a real estate expert, but to explain what a consumer can do to succeed in selling their own home. Includes sample forms and agreements.

Available from: International Self-Counsel Press  
Cost: \$6.25

**Pocock, David E. Complete Guide to Being Your Own Home Contractor.** Vancouver: International Self-Counsel Press, 1984. (ISBN 0-88908-592-7)

Instructions are given for every phase of managing house construction, from the planning stage to the last finishing touches including: financing, planning, managing, scheduling, supervising and subcontracting.

Available from: International Self-Counsel Press  
Cost: \$18.45

**Prosser, Larry. For Rent By Owner.** New York: Watts, 1987. (ISBN 0-531-15526-9)

Explains the benefits of self-managing your property and cites step-by-step all you require to be an effective and hassle-free property manager. (American legislation)

Available from: Franklin Watts  
Cost: \$17.95

**Romank, Lorraine. Ownership Retirement Housing Projects in Alberta.** Edmonton: Municipal Affairs, 1987. (ISBN 0-88654-180-8)

A study into the development of a new housing concept in Alberta, the ownership retirement village to identify the needs, expectations and preferences of the mature market.

Available from: Alberta Municipal Affairs  
Cost: Free

**Silverstein, Alan. Alan Silverstein's Home Buying Strategies for Resale Homes.** Toronto: Stoddart, 1986. (ISBN 0-7737-2055-3)

The HOBS (Home Buying Strategies) approach to home buying includes tips about: determining maximum price range, mortgage type, professional services, hidden costs and more.

Available from: Stoddart  
Cost: \$17.95

**Silverstein, Alan. Hidden Profits in Your Mortgage: The Smart-Money Guide to Canadian Home Ownership.** Toronto: Stoddart, 1985. (ISBN 0-7737-2045-6)

Silverstein clearly explains what a mortgage is and how it works, and what types of mortgages and terms to avoid.

Available from: Stoddart  
Cost: \$18.65

**Steacy, Richard. Canadian Real Estate.** 7th ed. Don Mills: Musson Publishing, 1987. (ISBN 0-7737-2114-2)

A wealth of information for buyers, sellers, professionals and consumers. Includes discussions on: mortgages, leasing, lawyers' services, and buying a hotel, cottage or farm.

Available from: Stoddart  
Cost: \$26.95

**Steacy, Richard. Practical Canadian Mortgage Guide.** rev. ed. Toronto: Stoddart, 1986. (ISBN 0-7737-5057-6)

This handy, succinct guide covers everything from the National Housing Act, CMHC and NHA loans, interest rates, to discharge certificates and foreclosure.

Available from: Stoddart  
Cost: \$9.80

**Stewart, George C. Real Estate Buying/Selling Guide for Alberta.** Vancouver: International Self-Counsel Press, 1985. (ISBN 0-88908-238-3)

Includes practical information on mortgages, land transactions and government assistance. Sample forms for use in residential real estate transactions are included.

Available from: International Self-Counsel Press  
Cost: \$7.95



**Thomett, Michael C.** How to Buy a House, Condo or Co-op. New York: Consumers Union, 1987. (ISBN 0-89043-040-3)

Basic strategies and advice for evaluating, financing and purchasing a home.

Available from: Consumers Union  
Cost: \$12.00

**Tone, Teona, and Selar, Deanna.** Housemates: A Practical Guide to Living With Other People. New York: Fawcett Columbine, 1985. (ISBN 0-449-90220-6)

The problems and rewards of home sharing are illuminated in this entertaining book. Chocolate chip cookie theft, sharing bills, and household member meetings are just a sample of the many topics covered.

Available from: Ballantine Books of Canada  
Cost: \$9.95

**Turner, Garth.** Garth Turner's Real Estate Guide. Don Mills: Collier Macmillan, 1987. (ISBN 0-920197-38-8)

A practical real estate investment guide containing techniques and advice on buying and selling--at the right time.

Available from: Summerhill Press  
Cost: \$12.40

**Watkins, A.M.** How to Avoid the Ten Biggest Home-Buying Traps. rev. ed. Piermont, NY: Building Institute, 1984. (ISBN 0-911749-0-39)

Watkins shows the reader how to detect possible defects in a house, and how to judge its quality.

Available from: A.M. Watkins  
Cost: \$15.00

**Weiss, Gary.** Small Investor's Guide to Making Money in Canadian Real Estate. Toronto: Stoddart, 1987. (ISBN 0-7737-5110-6)

A guide for the investors to the rewards and pitfalls of Canadian real estate investments.

Available from: Stoddart  
Price: \$23.95

**Wheeler, Bern.** 64-Page Book for Buying Your Next Car and Home Cheaper! Toronto: Methuen, 1985. (ISBN 0-458-997307)

The author explains a simple system - the Single Price Solution - that "zeroes in on the salesperson's desire to sell", not the purchaser's desire to buy.

Available from: Methuen Publications  
Cost: \$2.95

## J. INSURANCE

**Brown, J.J.** Winning the Life Insurance Game: How You Can Get Good Protection and Still Save Money. Toronto: Macmillan, 1985. (ISBN 0-7715-9803-3)

The author of Start with \$1000 gives life insurance advice to Canadians.

Available from: Macmillan of Canada  
Cost: \$20.55

**Canadian Insurance Guide For Better Financial Management.** Montreal: Quebec Consumers' Assoc., annual. (ISSN 0836-0413)

A popular tool for the consumer who wishes to choose from among the many insurance companies, the one which offers the best solvency guarantee, as well as the most reasonable rates.

Available from: Office de la Protection du Consommateur  
Cost: \$9.95

**Insurance Pages.** Toronto: Colander, 1988. (ISBN 0-9691197-7-1)

This marketing directory lists companies that may be willing to insure unusual or "difficult to place" risks or classes of business.

Available from: Colander  
Cost: \$15.00

**Kennedy, David W.** Insurance, What Do You Need? How Much is Enough? Tucson, AZ: Knight-Rider Press, 1987. (ISBN 0-89586-436-3)

Covering all types of insurance, this American book contains basic information useful to most consumers.

Available from: HP Books  
Cost: \$13.95

**Life Insurance Tables.** Canadian (Bilingual) ed. Toronto: Stone & Cox, annual. (ISSN 0835-2993)

Featuring specimen premium rates, surrender values and dividends of established insurers operating in Canada.

Available from: Stone & Cox  
Cost: \$21.00

**McLeod, William E. The Canadian Buyer's Guide to Life Insurance.** Scarborough: Prentice-Hall, 1988. (ISBN 0-13-113398-8)

Choose the right policy for your needs at the best price. Examines term, whole life, mortgage and credit card insurance, riders, waivers, RRSPs, RESPs, sales practices and group plans.

Available from: Prentice-Hall  
Cost: \$13.50

Mink, Stephen. Insuring Your Home. New York: Cogdon & Weed, 1984. (ISBN 0-312-92334-1)

An insurance claims adjuster has written an easy-to-understand guide to homeowner policies.

Available from: Methuen Publications  
Cost: \$12.35

Shernoff, William M. Payment Refused. New York: Richardson & Steirman, 1986. (ISSN 1-931933-14-5)

Case descriptions of an attorney's personal court room experiences in dealing with insurance companies' unfair settling of claims.

Available from: Richardson & Steirman  
Cost: \$18.80

Two Canadian sources of free and inexpensive materials are:

Insurance Bureau of Canada  
#1105 - 10080 Jasper Avenue  
Edmonton, AB  
T5J 1S5  
423-2212  
Toll free: 1-800-232-7275

Canadian Life & Health Insurance Association Inc.  
20 Queen St. W., #2500  
Toronto, ON  
M5H 3S2  
(416) 977-2221  
Toll Free: 1-800-268-8099

## K. INVESTMENTS AND TAXATION

**Alberta Consumer and Corporate Affairs. 2000 A.D.: A Guide to Financial Awareness.** Edmonton: The Department, 1986.

Read this booklet and find out about financial planning, creating savings, investment alternatives and putting money to work to earn a profit. An added supplement identifies changes made to tax legislation for 1988.

Available from: Alberta Consumer and Corporate Affairs  
Box 1616

Cost: Free

**Beach, W., and Hepburn, L. Are You Paying Too Much Tax?** Toronto: McGraw-Hill Ryerson, 1987. (ISBN 0-07-548428-0)

Guidelines on reducing income taxes. Includes a section on dealing with the tax department.

Available from: McGraw-Hill Ryerson  
Cost: \$12.95

**Birch, Richard. Worry Free RRSPs, How to Get the Most Out of Your RRSP.** Toronto: Stoddart, 1988. (ISBN 0-7737-5193-9).

Examine how much to contribute each year to get the most from a plan, so that a comfortable and secure retirement income is assured.

Available from: Stoddart  
Cost: \$12.95

**Brown, J.J., and Ackerman, Jerry. The New Start With \$1000: Do-It-Yourself Investment Strategies.** Toronto: Macmillan, 1987. (ISBN 0-7715-9619-7)

If you feel that your salary is slipping further behind inflation everyday, this is a book for you. Topics include how to set your money to work immediately, how to find and interpret financial information, and how to build a portfolio.

Available from: Canada Publishing  
Cost: \$16.95

**Canadian Personal Tax Planning Guide 1987-88.** Don Mills: Richard De Boo, 1987. (ISBN 0-88820-280-6)

Information is provided on exemptions, deferred income plans, income-splitting opportunities and other key tax planning procedures.

Available from: Richard de Boo Publishers  
Cost: \$8.95

**Chakrapani, Chuck. Best Ways to Make Money: An Investment Handbook for 1987.** 2nd ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-650-8)

According to the author, Canada is a good place to invest. Information about savings accounts, term deposits, stripped bonds, common stocks, preferred shares, convertible bonds, gold and silver investments available to Canadian investors, is given.

Available from: International Self-Counsel Press  
Cost: \$6.95

**Chakrapani, Chuck. Financial Freedom on \$5 a Day.** 3rd ed. Vancouver: International Self-Counsel Press, 1986. (ISBN 0-88908-613-3)

"A step-by-step strategy for small investors."

Available from: International Self-Counsel Press  
Cost: \$5.95

**Coltman, Michael M. Franchising in Canada: Pros and Cons.** Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-667-2)

Before buying, an entrepreneur needs to be aware of the legal aspects, financial commitment and practical do's and don'ts of franchising in today's market.

Available from: International Self-Counsel Press  
Cost: \$6.95

**Costello, Brian. Making Money From Your Mortgage.** Toronto: Random House, 1987. (ISBN 0-394-22022-6)

Strategies and extensive explanations will help the home buyer.

Available from: Random House  
Cost: \$19.95

**Delaney, Tom. Delaney Report on RRSP's.** Toronto: McGraw-Hill Ryerson, 1987. (ISBN 0-07-54963-5)

Annual report on Canadian tax shelters and retirement plans.

Available from: McGraw-Hill Ryerson  
Cost: \$12.95

**DeThomasis, Tony. Tax Investment, and Retirement Strategies: Achieving Financial Success at All Ages.** Bath, ON: Canadian MoneySaver, 1987.

The author compares the various strategies available to achieve financial success.

Available from: Canadian Money Saver Inc.  
Cost: \$10.00

**Dunnan, Nancy. Dun & Bradstreet's Guide To Your Investments.** New York: Harper & Row, annual. (ISSN 73-18050)

This is a standard source book for both investment adviser and the individual investor. Though American, it is still the best all-around guide for the average investor.

Available: Fitzhenry & Whiteside  
Cost: \$24.50

**Ellmen, Eugene. How to Invest Your Money With A Clear Conscience.** Toronto: Lorimer, 1987. (ISBN 0-88862-896-X)

Whether dealing with mutual funds, RRSPs or alternative investments, the ethical investor can find a secure place for savings and investments consistent with their values.

Available from: University of Toronto Press  
Cost: \$24.45



Foster, Dennis L. Franchising For Free: Owning Your Own Business Without Investing Your Own Cash. New York: Wiley, 1988. (ISBN 0-471-625558)

Shows you how to obtain financing to start your franchise business and guides you through steps to achieve a successful franchise.

Available from: John Wiley and Sons  
Cost: \$18.95

**Goldenberg, David M.** Incorporation and Business Guide for Alberta. rev. ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-8908-239-1)

This guide to forming your own corporation also outlines tax advantages to incorporating, steps in registering the company in another province, and overcoming government red tape.

Available from: International Self-Counsel Press  
Cost: \$15.00

Goodman, David A., and Peavy, John W. Hyperprofits: Beat the Pros With This New Proven Investment System. Garden City, NY: Doubleday, 1985. (ISBN 0-385-19599-0)

The Hyperprofits approach to investing is based on three principles, or pillars: invest in stocks that large institutions ignore, stocks which are temporarily undervalued or stocks whose averages diverge widely from the market as a whole.

Available from: Doubleday Canada  
Cost: \$15.90

**Grenby, Mike.** Mike Grenby's Tax Tips. 9th ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-676-1)

More than 180 tax-saving tips, plus some handy forms, help to update tax-saving techniques. Also contains tax rules that pertain to 1987 returns as well as hints on what to expect in 1988.

Available from: International Self-Counsel Press  
Cost: \$6.95

**Guide to Making Money: How to do it Yourself.** 2nd ed. Bath, Ontario: Canadian MoneySaver, 1987. (ISBN 0-920937-02-0)

A step-by-step money management program with information on taxation and investments, starting a home-based business and consumer laws.

Available from: Canadian Money Saver Inc.  
Cost: \$10.00

**How to Invest in Canadian Securities.** Toronto: Canadian Securities Institute, 1984. (ISBN 0-919796-00-1)

The focus of this guide is on securities, especially bonds, debentures, preferred shares and common shares.

Available from: Canadian Securities Institute  
Cost: \$15.00

Humphrey, Phyllis A. Wall Street on \$20 a Month: How to Profit from an Investment Club. New York: John Wiley, 1986. (ISBN 0-471-84038-6)

Starting or joining an investment club, is just one of the three different ways described in this book, to invest small sums of money.

Available from: John Wiley & Sons  
Cost: \$23.35

**Investment Terms and Definitions.** Toronto: Canadian Securities Institute, 1983.

A guide to Canadian stocks, bonds and other securities.

Available from: Canadian Securities Institute  
Cost: \$1.50

**Jacks, Evelyn.** Jacks on Tax Savings. Toronto: McGraw Hill Ryerson, 1988. (ISBN 0-07-549564-3)

Evelyn Jacks—tax columnist, editor, television producer and host, and business education instructor—specializes in explaining complicated tax laws in an easy, non-technical manner.

Available from: McGraw Hill  
Cost: \$15.45

**Kelman, Steven G.** Financial Times Mutual Fund Advisor. Toronto: Financial Times, 1987. (ISBN 0-417833-84-1).

This book contains essential information on the top mutual funds in Canada. Detailed information will help you understand the fund business and make a wise buying decision.

Available from: Methuen Publications  
Cost: \$14.70

**Kelman, Steven G. RRSPs 1987: The Authoritative Guide.** Toronto: Financial Times of Canada, 1986. (ISBN 0-458-80530-0)

A straightforward, no nonsense guide to retirement savings strategies.

Available from: Financial Times of Canada  
Cost: \$7.50

**Louis, David. RRSP Strategies '87.** Willowdale: Hume Publishing, 1987. (ISBN 0-919255-15-9).

This book explains what a registered retirement savings plan can do for you. It explains the rules, the different types of RRSPs available and how to choose the right one for yourself.

Available from: Hume Publishing  
Cost: \$36.50

**McLeod, W.E. Tax Shelters: Choose with Care!** 12th ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-651-6)

A valuable book to anyone planning a personal tax strategy.

Available from: International Self-Counsel Press  
Cost: \$6.65

**Passell, Peter. Personalized Money Strategies.** New York: Warner, 1985. (ISBN 0-446-51335-0)

15 no-nonsense investment plans to achieve your goal.

Available from: Random House of Canada  
Cost \$20.25

**Pipes, Sally and Walker Michael. Tax Facts 6, The Canadian Consumer Tax Index and You.** Vancouver: Fraser Institute, 1988. (ISBN 0-88975-120-X)

A detailed province-by-province analysis of the total direct and hidden tax bill. Enables Canadians to measure changes in the price we pay for government.

Available from: Fraser Institute  
Cost: \$12.95

**Ryce, Victoria M. Market Wise: Your Personal Investment Program.** Toronto: Stoddart, 1988. (ISBN 0-7737-5143-2).

Information you need to benefit from investing is here in manageable, bite-size pieces.

Available from: Stoddart  
Cost: \$18.95

**Sievers, Marc. Investing Successfully in Canadian Mutual Funds.** Toronto: Stoddart, 1988. (ISBN 0-7737-5194-7).

An all-purpose guide that will help everyone, including the beginning investor, obtain a greater return on their investment.

Available from: Stoddart  
Cost: \$14.95

**Sranko, George R. How to Make Money Trading Stocks and Commodities.** Victoria: Quantum Communications, 1987. (ISBN 0-921110-00-6)

The goal of this book is to introduce strategy and methods of selecting the most profitable trades. Details entry and exit techniques and shows how to minimize risk and maximize profits.

Available from: Quantum Communications  
Cost: \$17.95

**Tax Reform 87: Your Guide for Personal and Business Planning.** Toronto: Key Porter, 1987. (ISBN 1-55013-034-X)

A straightforward discussion of how tax reform affects you, your family and your business.

Available from: Key Porter  
Cost: \$6.95

**Through the Mutual Funds Maze.** Toronto: Grosvenor House, 1988. (ISBN 0-919959)

Answers many questions about mutual funds; how they work; how to develop an investment plan to meet your objectives, and how to select the best fund for you.

Available from: Grosvenor House  
Cost: \$12.95

**Tremayne, Sydney. Taking the Guessing Out of Investing.** Scarborough: Prentice-Hall, 1987.  
(ISBN 0-13-882630-7)

A guide to increasing investment earnings by recognizing when to buy and sell stocks to make a profit.

Available from: Prentice-Hall  
Cost: \$15.35

**Turner, Garth. Garth Turner's Real Estate Guide.** Don Mills: Collier Macmillan, 1987. (ISBN 0-920197-38-8)

A practical real estate investment guide containing techniques and advice on buying and selling—at the right time.

Available from: Summerhill Press  
Cost: \$12.40

**Weiss, Gary. Small Investor's Guide to Making Money in Canadian Real Estate.** Toronto: Stoddart, 1987.  
(ISBN 0-7737-5110-6)

A guide for investors to the rewards and pitfalls of Canadian real estate investments.

Available from: Stoddart  
Price: \$23.95

**Zimmer, Henry B. The 1987/88 Canadian Tax and Investment Guide.** Edmonton: Hurtig, 1987.  
(ISBN 0-88830-320-3)

An overview of the 1987 tax reforms with suggestions for new planning techniques to reduce the tax bite.

Available from: Hurtig  
Cost: \$15.25

#### L. MISCELLANEOUS

**Bodner, Richard A. Money Saving Secrets of Smart Airline Travellers.** White Hall, VA: Betterway, 1986.  
(ISBN 0-93260-65-5)

Detailed information on discount fares, frequent flyer programs and more. American oriented but some Canadian information is included.

Available from: Raincoast  
Cost: \$4.95

**Brewer, Bryan. The Compact Disc Book.** San Diego, Harcourt, Brace, Jovanovich, 1987.  
(ISBN 015-620050-3)

All aspects of compact discs are covered starting with the history of development, explanation of CD technology and consumer guides to equipment and discs.

Available from: Academic Press  
Cost: \$14.50

**Groberman, Jeff, and Yardley, Colin. Compleat Garage Sale Book.** Vancouver: Prime Time, 1985.  
(ISBN 0-921091-00-1)

A humorous guide to the fine art of turning your trash into cash.

Available from: Raincoast  
Cost: \$5.95

**Logson, Gene. Gene Logson's Money Saving Secrets: A Treasury of Salvaging, Bargaining, Recycling, and Scavenging Techniques.** Emmaus, PA: Rodale Press, 1986. (ISBN 0-87857-625-8)

Logson explains "how to save money by turning your 'worthless stuff' into practical, useable items for the home and garden."

Available from: Fitzhenry & Whiteside  
Cost: \$13.00

**McNeal, James U. Children as Consumers: Insight and Implications.** Toronto: Lexington Books, 1987.  
(ISBN 0-669-13087-7)

McNeal looks at the income, expenditures and economic motivations of children as consumers.

Available from: D.C. Heath Canada Ltd.  
Cost: \$36.65

**Monty, Vivienne. Canadian Small Business Handbook.** Don Mills: CCH Canadian, 1985. (ISBN 0-88796-285-8)

This book provides small business with a concise and useful reference source that includes an annotated bibliography, a do-it-yourself information section and a library guide.

Available from: CCH Canadian  
Cost: \$11.40



Morgan, Ernest. Dealing Creatively With Death: A Manual of Death Education and Simple Burial. 10th ed. Burnsville, N.C.: Celo Press, 1984. (ISBN 0-914064-19-3)

This book is a small encyclopedia on death related problems: social, emotional, philosophical and practical. It is written simply and sensitively, drawing on direct experiences.

Available from: Celo Press  
Cost: \$10.00

Olive, David. Just Rewards: The Case For Ethical Reform in Business. Toronto: Key Porter, 1987. (ISBN 1-55013-053-6)

The public today is becoming disaffected with the corporate world and consumers and investors are demanding improved social responsibility from companies.

Available from: Key Porter  
Cost: 26.30

Palmer, Edward L. Children in the Cradle of Television. Toronto: Lexington, 1987. (ISBN 0-669-11299-2)

Four decades of children's television themes are covered noting highlights of social context, prime time shows, sex and violence. Explains how the children's shows have arrived at their present state and the plans for the future.

Available from: Lexington Books  
Cost: \$35.60

Robinson, Jo. Unplug the Christmas Machine, How to Have the Christmas You've Always Wanted. New York: Quill, 1982. (ISBN 0-668-01461-5)

Because of the commercialism of the holidays and the changes within the family, Christmas for many is not a rewarding experience. This book shows how to take control and create a holiday reflecting your wishes and values.

Available from: Macmillan of Canada  
Cost: \$12.00

Svigals, Jerome. Smart Cards: The New Bank Cards. New York: Macmillan Publishing, 1987. (ISBN 0-02-948901-6)

The smart card, an integrated circuit or chip card, will change the way consumers bank, pay bills, keep records and fight fraud.

Available from: Collier Macmillan Canada  
Cost: \$43.00

Winn, Marie. Plug-In Drug. rev. ed. New York: Penguin, 1985. (ISBN 0-14-007698-0)

This revised edition has added information on video games and computers, as well as a chapter on television in the schools.

Available from: Penguin Books Canada  
Cost: \$8.65

Winn, Marie. Unplugging the Plug-In Drug. New York: Penguin Books, 1987. (ISBN 0-14-008895-4)

How to organize a "TV turn-off" so that parents, teachers and children can better understand and control the effect that television has on their lives.

Available from: Penguin Books  
Cost: \$10.95

## M. MONEY MANAGEMENT

Alberta Consumer and Corporate Affairs. Taking Charge of Your Money. Edmonton: The Department, 1983.

Poor money management leads to paying more, doing without, and falling behind. Managing money is a skill everyone can learn. Taking Charge gets you started.

Available from: Alberta Consumer and Corporate Affairs  
Cost: Free

Alming, Frederick and Droms, William G. Dow Jones-Irwin Guide to Personal Financial Planning. Homewood, IL: Dow Jones-Irwin, 1986. (ISBN 0-87094-764-8).

This book is an aid to developing a realistic approach to managing one's personal finances. It also encourages the reader to anticipate and plan for future financial commitments.

Available from: Oxford University Press  
Cost: \$25.60

**Anderson, Brian E., and Synder, Christopher J. It's Your Money.** 5th ed. Toronto: Methuen, 1988.  
(ISBN 0-7737-5206-4)

Anderson and Snyder try to help the reader define his or her personal financial objectives by presenting some basic practical concepts of financial planning and explaining recent Canadian tax legislation.

Available from: Stoddart  
Cost: \$14.95

**Birch, Richard. Family Financial Planning Book: A Step-By-Step Money Guide for Canadian Families.** Toronto: Key Porter, 1987. (ISBN 1-55013-020-X)

There are four basic financial goals common to most Canadians:

1. being prepared for emergencies
2. owning a home
3. saving for retirement, and
4. funding your children's education.

Achieving these goals is simple following the financial security program presented in this book.

Available from: Key Porter  
Cost: \$16.95

**Breitbard, Stanley H. The Price Waterhouse Book of Personal Financial Planning.** New York: Henry Holt, 1987. (ISBN 0-8050-0387-8).

The Price Waterhouse approach to lifetime financial planning is not only a way to manage money; it is a way to think about money. The approach is based on what do you have? What do you want and how to get it.

Available from: Henry Holt and Company  
Cost: \$30.00

**Brown, Judith N. Second Start: A Widow's Guide to Financial Survival at a Time of Crisis.** New York: Simon and Schuster, 1986. (ISBN 0-671-60349-3)

What to expect emotionally and financially during the grieving process. Case studies outline options for financial management.

Available from: S & S Publishing  
Cost: \$25.90

**Brown, Kathleen H. Personal Finance For Canadians.** Scarborough: Prentice Hall, 1988.  
(ISBN 0-13-656679-0)

Personal Finance For Canadians provides the basics of personal financial management. Part one, Financial Planning shows how to assess goals, budget and income tax planning, part two, Financial Security, provides information on investments, risk and insurance and part three covers all aspects of credit.

Available from: Prentice-Hall  
Cost: \$23.40

**Canada Consumer and Corporate Affairs. Are You Heading for Consumer Bankruptcy?** Ottawa: Consumer and Corporate Affairs, 1987.  
(ISBN 0-662-55737-9)

This booklet helps determine whether you have debt problems and whether you are headed for consumer bankruptcy. It provides guidelines for resolving difficulties and avoiding them in the future.

Available from: Canada Consumer and Corporate Affairs  
Cost: Free

**Children and Money Management.** rev. ed. Toronto: Household Financial Services, 1987.

A booklet for parents and teachers interested in teaching children, from preschool to senior high, how to manage money.

Available from: Household Financial Services of Canada  
Cost: \$1.00

**Cohen, Dian. Money.** Scarborough: Prentice-Hall, 1987.  
(ISBN 0-13-599820-4).

In her informative new book Money, Dian Cohen shows how to develop personal money management strategies that work in today's economic climate.

Available from: Prentice-Hall  
Cost: \$21.65

**Costello, Brian. Your Money and How to Keep It.** rev. ed. Don Mills: General Publishing, 1985.  
(ISBN 0-7737-5009-6)

Learn how to make your mortgage tax deductible, earn up to \$40,000 tax free, choose the right broker, and how to tell if you have the right amount of insurance.

Available from: Stoddart  
Cost: \$11.95

**Cote, Jean-Marc, and Day, Donald. Personal Financial Planning in Canada.** Toronto: Allyn and Bacon, 1987. (ISBN 0-205-10539-4)

Each chapter outlines learning objectives designed to help manage your financial resources through the various stages of your life.

Available from: Allyn and Bacon  
Cost: \$23.25

**Credit Wise: A Guide to Consumer Credit.** Toronto: The Canadian Bankers' Association, 1983. (ISBN 0-919227-24-4)

This booklet consists of a credit "quick quiz" to help you examine your financial situation, a credit checklist to make you look at your needs, wants, values and circumstances, and a variety of credit-related information to help you develop a basis for making credit choices that suit you best.

Available from: Canadian Bankers' Association  
Cost: Free

**Drache, Arthur. Dollars & Sense: The Complete Canadian Financial Planner.** Toronto: Grosvenor House, 1987. (ISBN 0-919959-32-6)

By following this plan you will have a better financial situation both in the short and long term. Everyone does financial planning and this book helps you do it well.

Available from: University of Toronto Press  
Cost: \$13.50

**Drache, Arthur B.C. and Schneider, Susan Weidman. Head and Heart: Financial Strategies For Smart Women.** Toronto: Macmillan of Canada, 1987. (ISBN 0-7715-9517-4)

To help women make wise financial and personal decisions which will affect their lives now and in the future.

Available from: Macmillan  
Cost: \$15.60

**Forman, Norm. Mind Over Money: How to Banish Your Financial Headaches and Achieve Moneysanity.** Toronto: Doubleday, 1987. (ISBN 0-385-25104-1)

How to handle your monetary life with increased effectiveness, by removing psychological hangups about money.

Available from: Doubleday Canada Inc.  
Cost: \$14.00

**Gibson, Nancy. Separation and Divorce: A Canadian Woman's Survival Guide.** Edmonton: Hurtig, 1986. (ISBN 0-8830-306-8).

Two useful chapters dealing with finance and the law, provide concrete information for planning career and financial management.

Available from: Hurtig  
Cost: \$15.70

**Goheen, Duncan S. Planning For Financial Independence Choose Your Lifestyle, Secure Your Future.** Vancouver: Self Counsel Press, 1988. (ISBN 0-88908-672-9).

Financial independence is the result of good planning and a sound program of capital accumulation. Using tools of investment and saving, you can develop the expertise to make long-term financial plans to achieve a higher standard of living.

Available from: International Self-Counsel Press  
Cost: \$11.95

**Lawrence, Judy. Common Cent\$: The Complete Money Management Workbook.** Homewood, IL: Dow Jones-Irwin, 1986. (ISBN 0-87094-697-3)

A workbook that helps account for every cent of income and expenditure.

Available from: Dow Jones-Irwin  
Cost: \$15.95

**Lewin, Elizabeth S. Financial Fitness Through Divorce.** New York: Facts on File, 1987. (ISBN 0-87196-265-9)

A formula for facing the financial realities of divorce. Along with practical advice, the book contains sample plans and worksheets.

Available from: Facts on File  
Cost: \$14.95

**Mundis, Jerrold. How to Get Out of Debt, Stay Out of Debt and Live Prosperously.** Toronto: Bantam, 1988. (ISBN 0-553-05266-7).

Based on the strategies of the national self-help organization, Debtors Anonymous, here is a complete, effective, step-by-step guide to getting out of debt once and for all.

Available from: Bantam  
Cost: \$22.95



**Pape, Gordon. Building Wealth: Achieving Your Financial Goals.** Scarborough: Prentice Hall, 1988. (ISBN 0-13-154295-8)

With self discipline, you can build wealth through mutual funds, stocks and bonds, RRSFs and real estate. The commitment to learn how to invest properly will help you achieve your goals.

Available from: Prentice-Hall  
Cost: \$15.80

**Parker, Alan. Credit, Debt and Bankruptcy Handbook.** Vancouver: Self Counsel Press, 1988. (ISBN 0-88908-681-8).

This book describes in detail, the credit industry, debt and credit law and successful remedies for getting out of debt.

Available from: International Self-Counsel Press  
Cost: \$7.95

**Passell, Peter. Personalized Money Strategies.** New York: Warner, 1985. (ISBN 0-446-51355-0)

15 no-nonsense investment plans to achieve your goal.

Available from: Random House of Canada  
Cost: \$20.25

**Thomsett, Michael C. Homeowners Money Management.** Emmaus, PA: Rodale Press, 1987. (ISBN 0-87857-674-6)

A guide on financial planning for homeowners who view their homes as the foundation of their personal wealth.

Available from: Rodale Press  
Cost: \$13.00

**Touche Ross Canadian Guide to Personal Financial Management.** Scarborough: Prentice-Hall Canada, 1987. (ISBN 0-13-925579-6)

By following the instructions and using the forms in this comprehensive step-by-step planner you will develop a financial plan to make your goals more attainable and your future more secure.

Available from: Prentice-Hall Canada  
Cost: \$15.60

**Turner, Garth. Garth Turner's Survival Guide: Personal Financial Planning for Canadians.** Toronto: Summerhill Press, 1988. (ISBN 0-920197-48-5)

In this book, you'll learn how to turn your financial situation around by investing in debt, borrowing smart, by working hard and consuming less.

Available from: Summerhill Press Ltd.  
Cost: \$13.50

**Weiner, Andrew. Financial Post Moneywise Dictionary of Personal Finance.** Toronto: Random House, 1987. (ISBN 0-394-22007-2)

Includes definitions for terms used in budgeting, real estate, financial services, investments and insurance.

Available from: Random House  
Cost: \$12.40

**Weinstein, Grace N. Men, Women & Money: New Roles, New Rules.** New York: NAL, 1986.

Examines the effect money has on personal relationships at every stage in life. Provides advice on how to cope with complex money matters.

Available from: New American Library  
Cost: \$5.95

**Wylie, Betty Jane, and MacFarlane, Lynne. Everywoman's Money Book.** rev. ed. Toronto: Key Porter, 1987. (ISBN 1-55013-021-8)

"The Canadian family's definitive financial book."

Available from: Key Porter  
Cost: \$16.10

**Wald, Mary S and Severn, Alan K. Controlling Your Money Step by Step, a Workbook.** Radnor: Chilton Book, 1987. (ISBN 0-8019-7807-6).

This workbook suggests steps to take and questions to ask before making financial decisions. Worksheets cover a variety of topics including automobile purchasing, insurance and investments.

Available from: Chilton Book Co.  
Cost: \$16.75

## N. RETIREMENT

**Alberta Senior Citizen's Secretariat. Programs for Seniors.** Edmonton: The Department, annual.

Among the services listed are: general information, retirement income, leisure opportunities, learning opportunities and legal services.

Available from: Senior Citizen's Secretariat  
Cost: Free

**Arthur Young Preretirement Planning Book.** New York: John Wiley, 1985. (ISBN 0-471-82903-X)

This planning guide for the 40 to 60 age range deals with the social, physical and financial effects of retirement.

Available from: John Wiley & Sons Canada  
Cost: \$23.35

**Hunnisett, Henry. Retirement Guide for Canadians.** 8th ed. Vancouver: International Self-Counsel Press, 1986. (ISBN 0-88908-636-2)

Want to know more about retirement? A good introduction to the topic, it shows how to plan now for a comfortable future.

Available from: International Self-Counsel Press  
Cost: \$9.95

**Kaplan, Lawrence J. Retiring Right: Planning for Your Successful Retirement.** Wayne, NJ: Avery, 1986. (ISBN 0-89529-298-X)

American coverage of benefits to the elderly. Two very useful chapters deal with budgeting and retirement housing decisions.

Available from: Avery Publishers  
Cost: \$14.45

**Kling, Sidney, and Levy, Joseph. It's Never Too Early.** Don Mills: Stoddart, 1985. (ISBN 0-7737-2033-2)

A guide to planning and enjoying your retirement lifestyle.

Available from: Stoddart  
Cost: \$14.45

**Lawson, James A. Canadian Retirement Planner.** Toronto: Bessborough, 1987.

Practical information and suggestions to help you plan your retirement. Contains worksheets to enable you to establish goals, evaluate current financial status and plan retirement income and expenses.

Available: Canadian MoneySaver  
Cost: \$22.95

**Longhurst, Patrick, and Earle, Rose Marie. Looking After the Future: An Up-to-Date Guide to Pension Planning.** Toronto: Doubleday Canada, 1987. (ISBN 0-385-25070-3)

Designed to help readers assess their financial planning for retirement by first determining resources and then judging whether the resources are adequate for retirement needs.

Available from: Doubleday Canada  
Cost: \$9.10

**Wigdor, Blossom T. Planning Your Retirement: The Complete Canadian Self-Help Guide.** Toronto: Grosvenor House, 1987. (ISBN 0-919959-34-2)

While this book discusses usual topics such as how to plan financially for retirement, it also addresses the psychological aspects of the changes in lifestyle and living arrangements that one faces at retirement.

Available from: University of Toronto Press  
Cost: \$13.50

**Wylie, Betty Jane. Best Is Yet to Come.** Toronto: Key Porter, 1985. (ISBN 0-919493-79-3)

Plan ahead for a financially secure retirement.

Available from: Academic Press Canada  
Cost: \$16.05

## O. TRANSPORTATION

**Autopinion.** Ottawa: Canadian Automobile Assoc., annual. (ISSN 0836-1630)

A handy buyer's guide to new and used vehicles. Includes information on: automobile insurance and leasing; vehicle safety recalls; fuel consumption ratings and the annual used car performance award.

Available from: Alberta Motor Association  
Cost: \$4.95

**Canadian Automobile Association. Car Costs.** Ottawa: The Association, annual.

This pamphlet itemizes the variable and fixed costs of operating an automobile in Canada.

Available from: Canadian Automobile Association  
Cost: Free

**Duquet, Denis and Lachapelle, Marc. Auto Guide 88.** Markham, ON: Fitzhenry & Whiteside, 1987. (ISBN 0-88902-869-9)

Cars have become extremely complicated--many even have miniature computers. The Auto Guide helps consumers arrive at a decision with detailed analysis and pertinent information on every car, van and pick-up sold in Canada.

Available from: Fitzhenry & Whiteside  
Cost: \$19.95

**Edmonston, Phil. Lemon-Aid New Car Guide.** Toronto: Musson, 1988. (ISBN 0-7737-5041-X)

A Canadian book that evaluates new vehicles for economy, reliability and safety. Advises when to buy a new car, lists dealer groups who give the best and worst service, and much more.

Available from: Stoddart  
Cost: \$14.95

**Edmonston, Phil. Lemon-Aid Used Car Guide.** Toronto: Musson, 1988. (ISBN 0-7737-1079-5)

A practical guide for consumers interested in buying a used car. It helps protect the consumer from buying a defective car or paying too much.

Available from: Stoddart  
Cost: \$14.95

**Edmonston, Phil. Lemon Aid 4 X 4s, Van and Truck Guide.** Toronto: Stoddart, 1988. (ISBN 0-7737-5211-1)

Rates new and used 4 X 4s, pickups and vans according to safety, reliability and overall cost of ownership. An extensive list of specifications and driving impressions will help the consumer choose the best vehicle package at the least cost.

Available from: Stoddart  
Cost: \$12.95

**Gillis, Jack. The Car Book: An Indispensable Guide to the Safest, Most Economical New Cars.** New York: Harper & Row, 1988. (ISBN 0-06-096115-5)

Provides the consumer with an overall comparison of cars in terms of safety, fuel economy and maintenance.

Available from: Fitzhenry & Whiteside  
Cost: \$15.00

**Gold Book of Used Car Prices.** Winnipeg: Sanford Evans, monthly. (ISSN 0381-8179)

Provides average Canadian retail and wholesale prices by make and model of car.

Available from: Sanford Evans  
Cost: \$62.50 per year

**Gray, Jeffrey. Used Car Buying Strategies.** Toronto: Random House, 1987. (ISBN 0-394-22009-9)

A comprehensive guide to the decisions and procedures involved in purchasing a used car. Written by a lawyer, the book includes sample letters, a checklist and a purchase agreement contract.

Available from: Random House  
Cost: \$12.50

**Hutchinson, Murray and Hutchinson, Linda. How Much? A Log for Intelligent Auto Buying.** Sherwood Park, AB: Think Publishing, 1987. (ISBN 0-921705-00-X)

A detailed guide to gathering, recording and organizing information in order to make the best decision when buying a vehicle.

Available from: Think Publishing  
Cost: \$19.95



Sikorsky, Robert. Break It in Right! How to Make Your New Car Last. New York: Avon, 1984. (ISBN 0-380-88351-1)

An automotive consultant shows how the break-in procedure should be done to avoid mistakes during the initial rapid-wear period of a new car or rebuilt engine.

Available from: Avon Books of Canada  
Cost: \$3.95

Used Car Book. New York: Fawcett Columbine, 1985. (ISBN 0-449-90144-0)

The editors of Consumer Automotive Press offer solid information and sound advice on how to: choose the "right" car; buy a good used car through the want ads; negotiate with a used car salesman; evaluate a car using a 15-point checklist; and sell a used car.

Available from: Random House  
Cost: \$10.15

Wheeler, Bern. 64-Page Book for Buying Your Next Car and Home Cheaper!. Toronto: Methuen, 1985. (ISBN 0-458-99730-7)

The author explains a simple system—the Single Price Solution—that "zeroes in on the salesperson's desire to sell", not the purchaser's desire to buy.

Available from: Methuen Publications  
Cost: \$2.95

While there are a number of car buyer guides available at local newstands, most of these publications do not critically evaluate automobile models. They are useful for information and car specifications. One example is Car and Driver's Buyers Guide.

The standard buying guides for automobiles are the used car books listed above and the April issue of Consumer Reports and Canadian Consumer magazines.

The Automobile Protection Association has also published a "Complaint Kit". Membership in the Association entitles you to receive the kit and copies of their "Bulletin". The cost is \$25 per year and the Association is located at:

292 St. Joseph Boulevard West  
Montreal, QC  
H2V 2N7.

Libraries wishing to obtain notices of "Vehicle Recalls" and "Tire Recalls" should contact:

Transportation Canada  
Road and Motor Vehicle Traffic Safety Branch  
Tower C, 21st Fl., Place De Ville  
OTTAWA, ON  
K1A 0N5

## P. WILLS AND ESTATES

Gottselig, Cheryl. Probate Guide for Alberta. 3rd ed. Vancouver: International Self-Counsel, 1987. (ISBN 0-88908-248-0)

A step-by-step guide to probating an estate.

Available from: International Self-Counsel Press  
Cost: \$10.95

Gottselig, Cheryl. Wills for Alberta: How to Make Your Own Will. 7th ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-246-4)

Failure to make a valid will can cause confusion and legal problems for your heirs. Your estate may end up being distributed by law rather than according to your wishes. This guide explains how to make a will in Alberta.

Available from: International Self-Counsel Press  
Cost: \$6.95

## VIII. AUDIO-VISUALS

Alberta Consumer and Corporate Affairs. Happy Endings: How to Hire a Contractor. Calgary: ACCESS Network, 1986.  
1 videocassette (19 min.): sd., colour; 1/2 in.

An Alberta couple present what to do in terms of planning, getting estimates, hiring a contractor, signing the contract, right through to the "happy ending" of enjoying the home improvement.

Available from: ACCESS Network  
Cost: \$12.50 per program plus cost of tape plus \$5.00 handling charge.

Alberta Consumer and Corporate Affairs. If Wishes Were Horses. Calgary: ACCESS Network, 1979.  
1 videocassette (29 min.): sd., colour; 1/2 in.

A married couple find themselves deeply in debt with no financial planning skills. Focuses on their problems with creditors and the steps taken to get out of debt and plan for the future.

Available from: ACCESS Network  
Cost: \$12.50 per program plus cost of tape plus \$5.00 handling charge.

**Alberta Consumer and Corporate Affairs. Lost in the Fine Print.** Calgary: ACCESS Network, 1979.  
1 videocassette (29 min.): sd., colour; 1/2 in.

Part of the Family and the Law series dealing with consumer law. Deals with the responsibilities and right of the consumer when buying a used car and signing a contract.

Available from: ACCESS Network

Cost: \$12.50 per program plus cost of tape plus  
\$5.00 handling charge.

**Alberta Consumer and Corporate Affairs. Network Series.** Calgary: ACCESS Network, 1986.  
13 programs (30 min. each): sd., colour; 1/2 in.

1. Your Money Your Life
2. Your Network
3. Managing Credit and Savings
4. Insurance: Protecting Your Network
5. Wills and Estates: Keeping Your Network in the Family
6. Managing Your Income Taxes
7. Investment Income and Income Deferred
8. Increasing Your Network: Investment and Risk
9. Increasing Your Network: Developing Your Portfolio
10. Increasing Your Network: Debt Investments and Annuities
11. Increasing Your Network: Stocks
12. Increasing Your Network: Real Estate and Hard Assets
13. Increasing Your Network: Managed Investment Portfolios

Covers all aspects of financial planning, taxation, wills, insurance and investments. Case studies are presented and helping professionals provide information and solutions.

Available from: ACCESS Network

Cost: \$12.50 per program plus cost of tape plus  
\$5.00 handling charge.

**Alberta Consumer and Corporate Affairs. Something Borrowed, Something Blue.** Calgary: ACCESS Network, 1980.  
1 videocassette (28 min.): sd., colour; 1/2 in.

A young couple spend more than they can afford buying on credit. Illustrates the consequences of poor money management and credit abuse.

Available from: ACCESS Network

Cost: \$12.50 per program plus cost of tape plus  
\$5.00 handling charge.

**The Complete Consumer Series.** Calgary: ACCESS Network, 1978.  
5 programs (15 min. each): sd., colour; 1/2 in.

1. Lifestyles and Alternatives
2. Getting Granny
3. Credit - Use and Abuse
4. Types of Credit
5. Contracts.

Discusses the choices and circumstances facing today's consumer. Each program deals with a different type of consumer: young adults, low-income, senior citizens and the rural population.

Available from: ACCESS Network

Cost: \$12.50 per program plus cost of tape plus  
\$5.00 handling charge.

**Consumer Fraud: Games Con Men Play.** Toronto: Canadian Learning, 1982.  
1 videocassette (15 min.): sd., colour; 1/2 in.

Learn how to avoid being ripped off by consumer fraud. Consumers cite examples of how they were taken in by mail fraud, bait and switch selling techniques and door to door con men.

Available from: Canadian Learning Company

Cost: \$271.50

**Consumer Reports. Cars: How to Buy a New or Used Car and Keep it Running (Almost) Forever.** Irvine, CA: Karl-Lorimar, 1986.  
1 videocassette (50 min.): sd., colour; 1/2 in.

A comprehensive, consumer information videocassette that helps individuals make good car buying decisions. Seven topics are colour-coded for quick reference.

Available from: Consumer Reports Home Video

Cost: \$22.45

**Have We Got a Deal? An Introduction to Contracts.** Vancouver: People's Law School, 1982.  
1 videocassette (30 min.): sd., colour; 1/2 in.

There are four elements in contracts to make them valid: capacity; intention; agreement on terms; and consideration.

Available from: People's Law School

Cost: \$85.00

**Keeping It on the Road ... Or, How to Get Your Car Fixed Right the First Time.** Washington: Direct Selling Education Foundation, 1986.  
1 videocassette (15 min.): sd. colour; 1/2 in.

An automotive repair video designed for consumer agencies to show on local cable television channels. Accompanied by a manual which includes the script and instructions on how to use the video on cable or at community meetings.

Available from: The Direct Selling Education Foundation  
Cost: \$15.00

**Medical Legal Issues: Rights and Responsibilities.**  
Calgary: Access Network, 1983.  
1 videocassette (30 min.): sd., colour; 1/2 in.

Patients are pressing for recognition of their rights, causing health professionals to re-evaluate their legal and ethical responsibilities to the patients they treat.

Available from: Access Network  
Cost: \$12.50 per program plus cost of tape plus \$5.00 handling charge

**Money Smart Series.** Calgary: ACCESS Network, 1985.  
13 programs (30 min. each): sd., colour; 1/2 in.

1. Planning for Financial Success
2. Designing Your Financial Plan
3. Putting Your Financial Plan Into Action
4. Insuring Your Life
5. Using Credit Wisely
6. Buying a House
7. Investing in Stocks
8. Your Will and Estate
9. Planning for Retirement
10. Property and Liability Insurance
11. Renting Your Money for Profit
12. Principles of Investment
13. Effective Buying

Practical information on how to achieve financial success through wise money management.

Available from: ACCESS Network  
Cost: \$12.50 per program plus cost of tape plus \$5.00 handling charge

**You and the Law.** Calgary: Access Network, 1987.  
10 programs (15 min. each): sd., colour; 1/2 in.

1. Marriage and Common Law
2. Contract and Consumer Law
3. Landlord and Tenant Law
4. Divorce
5. Insurance
6. Wrongful Dismissal
7. Small Claims Court
8. Labour Law
9. Domestic Violence
10. Wills

This series is designed to cover aspects of the law about which there are misunderstandings and misconceptions.

Available from: Access Network  
Cost: \$12.50 per program plus cost of the tape plus \$5.00 handling charge

**Your Health, A Doctor/Patient Partnership.**  
Calgary: Access, 1987.  
1 videocassette (15 min.): sd., colour; 1/2 in.

The requirements for good doctor and patient relations include open communication and understanding the examination, explanation and treatment.

Available from: Access  
Cost: \$12.50 per program plus cost of tape plus \$5.00 handling charge

## IX. ASSOCIATIONS AND ORGANIZATIONS

Alberta Agriculture Publications  
J. G. O'Donoghue Building  
7000 - 113 Street  
Edmonton, AB T6H 5T6  
427-2151

Re: Copies of publications. For general consumer information, contact the District Home Economist.

Alberta Consumer and Corporate Affairs Offices

Calgary: 301 Centre 70  
7015 Macleod Trail, South  
P.O. Box 5880  
Postal Station A  
T2H 2M9  
297-5700



Edmonton: 3rd Fl., Capilano Centre  
9945 - 50 Street  
T6A 0L4  
427-5782

Fort McMurray: 5th Fl., West Tower  
9915 Franklin Avenue  
T9H 2K4  
743-7231

Grande Prairie: Provincial Building  
10320 - 99 Street, Box 7  
T8V 6J4  
538-5400

Lethbridge: #300 Professional Building  
740 - 4 Avenue South  
Bag Service 3014  
T1J 4C7  
381-5360

Medicine Hat: #303 Provincial Building  
770 - 6 Street South West  
T1A 4J6  
529-3535

Peace River: Peace River Provincial Building  
9621 - 96 Avenue  
Bag 900, Box 9  
T0H 2X0  
624-6214

Red Deer: 2nd Fl., Provincial Building  
4920 - 51 Street  
T4N 6K8  
340-5241

Re: General Department information, complaints  
and licensing information.

Alberta Motor Association  
11230-110 Street  
Edmonton, AB T5L 4J7  
474-8660

Re: Consumer information on automobiles and auto  
products. Service available to AMA members  
only.

Alberta Transportation  
Transportation Safety Branch  
Twin Atria Building  
4999 - 98 Avenue  
Edmonton, AB T6B 2X3  
427-2731

Re: Automobile defects information.

Alberta Women's Secretariat  
8th Fl., Kensington Place  
10011 - 109 Street  
Edmonton, AB T5J 3S8  
422-4927

Re: Referral service, information and pamphlets on  
topics of particular concern to women.

Automobile Protection Association  
292 St. Joseph Boulevard W  
Montreal, QC H2V 2N7  
(514) - 273-1733

Re: Automobile information for members of the  
Association. The Association acts as a lobbyist.

Automotive Retailers Association (Alta)  
#2, 10171 - 107 Street  
Edmonton, AB T5J 1J5  
423-5010

Re: Complaints and inquiries regarding automobile  
service and repair businesses in Alberta.  
Service available to member firms only.

Better Business Bureau of Central and Northern Alberta  
#514 Capital Place  
9707 - 110 Street  
Edmonton, AB T5K 2L9  
482-2341

Better Business Bureau of Calgary  
404 - 630 - 8 Avenue SW  
Calgary, AB T2P 1G6  
269-3905

Re: Complaints and inquiries about a business. The  
Canadian and American editions of the BBB's  
consumer guide, Getting More for Your Money  
is sometimes available for purchase.  
(ISBN 0-87501-0907-6)

Calgary Association of Women and the Law  
c/o Faculty of Law  
University of Calgary  
2500 University Drive NW  
Calgary, AB T3E 3A2

Re: Information and brochures about legal issues of  
concern to women.

Canadian Direct Marketing Association  
201 Consumers Road, Suite 205  
Willowdale, ON M2J 4G8  
(416) 494-8585

Re: Complaints regarding mail advertising.  
Individuals can ask to have their name removed  
from mailing lists.

Canadian Life and Health Insurance Association  
20 Queen Street West, Suite 2500  
Toronto, ON M5H 3S2  
(416) 977-2221  
Toll Free: 1-800-268-8099

Re: Publications and information on life insurance.

Canadian Mortgage and Housing Corporation  
200, 10216 - 124 Street  
Box 1273  
Edmonton, AB T5J 2M8  
482-8700

Re: Federal Government Housing Programs

Canadian Standards Association  
1707 - 94 Street  
Edmonton, AB  
T6N 1E6  
450-2111

Re: Enquiries on Canadian standards.

Consumer and Corporate Affairs Canada

Edmonton: 10225 - 100 Avenue  
T5J 0A1  
495-2476

Calgary: 3rd Floor, 510 - 12 Ave. S.W.  
T2R 0H3  
292-5604

Re: Information on hazardous products.

Consumers' Association of Canada  
Level 3, 2660 Southvale Plaza  
Ottawa, ON K1B 5C4  
613-733-9450

Edmonton: Alberta Branch  
304, 10136 - 100 Street  
T5J 0P1  
426-3270

Re: General consumer enquiries. The Association  
publishes Canadian Consumer Magazine and  
acts as a lobbyist.

Credit Bureau of Canada

Edmonton: 10350 - 172 Street  
T5P 4K2  
483-0216

Calgary: 202. 3015 - 5 Ave. N.E.  
T2A 6T8  
259-3515

Re: Individuals can ask to see their credit files.

Edmonton Power Customers Service  
9803 - 102 A Avenue  
Edmonton, Alberta  
T5J 3A3  
428-4266

Re: Publications on appliance selection and use.

Grant MacEwan Community College  
Consumer Education Project  
8020 - 118 Avenue  
Edmonton, AB  
T5B 0R8  
477-0200

Re: General consumer information.

Health and Welfare Canada  
Health Protection Branch

Edmonton: #840, 9700 Jasper Ave.  
T5J 4C3  
495-2625

Calgary: 282, 220 - 4 Avenue SE  
P.O. Box 2958, Stn. M  
T2P 3C3  
292-4645

Re: Information on economic fraud, packaging and  
labelling in regard to drugs, cosmetics and  
devices. The Department is also concerned  
with potential health hazards.

Health Boards

Edmonton: #500, 10216 - 124 Street  
T5N 4A3  
482-1965

Calgary: 320-17 Avenue SW  
P.O. Box 4016, Stn. C  
T2T 5T1  
228-7400

Re: Concerns about city retail outlets selling meat  
and poultry.

Insurance Bureau of Canada  
1105 - 10080 Jasper Avenue  
Edmonton, AB  
T5J 1V9  
423-2212  
Toll free: 1-800-232-7275

Re: Publications and information on insurance.

Landlord & Tenant Advisory Board  
10237 - 98 Street, Musial Building  
Edmonton, AB  
T5J 0M7  
426-4951

Other offices located in Banff, Calgary, Fort McMurray,  
Jasper, Lethbridge, Medicine Hat and Red Deer.

Re: Information and pamphlets on landlord and  
tenant concerns.

Legal Aid Society of Alberta  
16th Fl., Sun Life Place  
10123 - 99 Street  
Edmonton, AB  
T5J 3H1  
427-7575

Other offices are located in Calgary, Red Deer,  
Lethbridge, Peace River and Medicine Hat.

Re: Individuals on low income who are in need of  
legal assistance.

Legal Resource Centre  
10049 - 81 Avenue  
Edmonton, AB  
T6E 1W7  
432-5732  
Toll free: 1-800-232-1961

Re: Questions concerning the law; for laymen.

Lethbridge Community College  
Continuing Education  
3000 College Drive S  
Lethbridge, AB  
T1K 1L6  
320-3323

Re: General consumer information.

Medicine Hat Community College,  
Continuing Education  
299 College Drive, SE  
Medicine Hat, AB  
T1A 3Y6  
529-3811

Re: General consumer information.

Motor Dealers Association of Alberta

Edmonton: 9451 - 49 Street  
T6B 2L8  
468-9552

Calgary: 3320B-9 Street South East  
T2G 3C3  
287-3890

Re: Complaints and inquiries regarding new car  
dealerships.

Newspaper Columns:

Edmonton Journal:  
S.O.S.  
Counterpoints

Edmonton Sun:  
Consumer Clues

Calgary Herald:  
Consumer Lifestyles

Calgary Sun:  
Consumer Crusader

Globe & Mail:  
Consumer Game

Northwestern Utilities  
Blue Flame Kitchen  
10035 - 105 Street  
Edmonton, AB  
T5J 2V6  
420-1010

Re: Household hints and recipes.

Statistics Canada  
Regional Office  
215, 11010 - 101 Street  
Edmonton, AB  
T5H 4C5  
495-3027

Re: Statistical information.



Telephone Help Lines:

Citizen Action Centre  
Main Fl., City Hall  
Edmonton, AB  
428-2489

Re: Information about city services, government red tape, complaint and problem registry.

Dial-A-Law  
Calgary Legal Guidance  
234-9266  
Toll free: 1-800-332-1091

Re: Pre-recorded tapes provide general information about the law such as wills, and landlord and tenant.

Energy Matters (Inquiry Line)  
Alberta Department of Energy  
Energy Conservation Branch  
Edmonton  
427-5300  
Or: Dial 0 and ask for Zenith 22339

Re: Home energy techniques and products, publications and seminars.

Health Line  
AID Service of Edmonton  
428-4288

Re: Tape-recorded messages on health topics from plastic surgery to vitamins.

Heatline  
Canada. Energy, Mines and Resources.  
Toll free: 1-800-222-6477

Re: Questions on home insulation and energy conservation.

Lawyer Referral Service  
Law Society of Alberta  
Calgary  
263-5988  
Toll free: 1-800-332-1110

Re: Assists people who are financially able to retain a lawyer by providing three names of local lawyers in a desired field, and arranging an initial consultation.

Textile Analysis Service  
315 B Printing Services Building  
University of Alberta  
Edmonton, AB  
T6G 2N1  
432-3832

Re: Lab analysis of textile performance and general information on textiles. Small fee for analysis of drycleaning problems.

Transport Canada  
Road Safety and Motor Vehicle Regulation Directorate  
Tower C, Place de Ville, 21st Floor  
Ottawa, ON K1A 0N5  
613-993-6735

Re: Automobile and tire safety-related defects.

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Alberta Agriculture  
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J.G. O'Donoghue Building  
7003 - 113 Street  
Edmonton, AB T6H 5T6

Alberta Consumer & Corporate Affairs  
Box 1616  
Edmonton, AB T5J 2N9

Alberta Consumer & Corporate Affairs  
Resource Centre  
22nd Fl., 10025 - Jasper Avenue  
Edmonton, AB T5J 3Z5

Alberta Economic Development and Trade  
Small Business Division  
6th Floor, Sterling Place  
9940 - 106 Street  
Edmonton, AB T5K 2P6

Alberta Motor Association  
Box 3740  
Station "A"  
Edmonton, AB T5L 4J5

Alberta Municipal Affairs  
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Room 1300  
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Cambridge, MA 02139

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Canadian Automobile Association  
1775 Courtwood Crescent  
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Box 348  
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Bath, ON K0H 1G0

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Toronto, ON M5E 1G4

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Consumer Information Center  
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Pueblo, CO 81009

Consumer Reports Books  
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Consumer Reports Home Video  
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